R E P O R T R E S U M E S

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TRANSLATING FOREIGN LANGUAGE INTO CAREERS--VOCATIONAL OPPORTUNITIES FOR HIGH SCHOOL AND COLLEGE STUDENTS OF MODERN FOREIGN LANGUAGES.

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THIS BOOKLET DISCUSSES THE MANY VOCATIONAL OPPORTUNITIES AVAILABLE TO STUDENTS OF FOREIGN LANGUAGES IN THE FIELDS OF EDUCATION, PRIVATE BUSINESS, THE UNITED NATIONS, AND VARIOUS GOVERNMENT AND PRIVATE AGENCIES. INFORMATION IS GIVEN ON REQUIREMENTS, SALARIES, AND RESPONSIBILITIES. (RW)

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INDIANA FOREIGN LANGUAGE PROGRAM

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TRANSLATING FOREIGN LANGUAGE INTO CAREERS

Vocational Opportunities
for
High School and College Students
of
Modern Foreign Languages

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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NOTE

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VOCATIONAL OPPORTUNITIES FOR FOREIGN LANGUAGE MAJORS AND MINORS

I

INTRODUCTION

We are living in a complex world in which people from different countries have to communicate with each other—and they don't all speak English.

Most people in the world speak French, Spanish, German, Arabic, Bengali, Russian, Chinese, Japanese, Portuguese, Hindustani, or Italian. The American businessman, professional or government employee who wants a deeper understanding of what is happening in and to our world must be able to speak more than English. In fact, knowledge of at least one foreign language is the key to success in hundreds of businesses and professions ranging from banking and selling to teaching and social service.

Economic and social contacts between the United States and other countries are increasing daily. Several thousand U.S. corporations do business with foreign countries, and government agencies have personnel throughout the world.

The increasing complexity and variety of our contacts with other nations, and with minority language groups within the United States, have created a critical need for trained persons in many professions who know how to communicate in another language, and understand another culture.

Persons with bilingual skills are needed as social service caseworkers, stenographers, invoice clerks, university and secondary school teachers, salesmen, journalists, technical writers, banking trainees, translators, interpreters, librarians, and bookkeepers, to name a few of the more obvious positions.

In addition to the material advantages of knowing another language (such as more responsible jobs, somewhat higher salaries, and the possibility of free travel abroad), there is the enjoyment which comes with being able to talk to a German in his own language or watching a French movie without having to read the subtitles.

A second language opens literally thousands of doors into a new and exciting world which the monolingual can never really appreciate. It is very difficult to describe the feeling of accomplishment that comes from being able to read a Portuguese newspaper, to enter a Mexican restaurant and talk to the waiter in Spanish, or to read a novel in Italian and discover that the English version was badly translated. Such use of a language skill, regardless of whether you make a living with it, can be enjoyed in any city or town in the country.

Furthermore, in an era of intensive communications, a proper understanding of what the other fellow is saying can be almost literally a matter of peace or war. A statement made in Paris or Moscow or Havana is read a few minutes later in the United States, and who knows whether it is correctly translated? Common foreign words often seem the same as English words, but they may mean something quite different. A person who acquires a second language has a kind of knowledge which is critical to international understanding.

However, with a few exceptions such as translation work, if you want to put your language training to commercial use, it should be complemented by some other skill. Most business firms and government agencies are not interested in language skills alone, and the prospective employee is expected to perform an official task besides being able to speak Spanish or French. A business enterprise which needs secretaries, for instance, may tend to favor the applicant who is familiar with a foreign language, other office skills being equal. But if the applicant speaks Spanish and can't take dictation, or type adequately, or file letters, the language skill may be of relatively little help. Knowledge of a foreign language, no matter how complete, is no sure passkey into the world of business or government. It must be combined with at least one other skill, preferably learned in a university or college.

An engineer who speaks German or French or Spanish is much more valuable to many firms than the engineer who speaks only English, but the important qualification for the job remains, in this case, engineering, not language. The same is true of accountants, stenographers, salesmen, bookkeepers, journalists, and so forth.

The following pages provide a brief outline of some of the opportunities available to persons who know at least one foreign language.

II

EDUCATION

Education is one of the most attractive professions for the foreign language major.

Teachers of French, German, Italian, Portuguese, Russian, and Spanish are in short supply on all levels of education, from primary schools to universities. And the person who is fortunate enough to have mastered one of the less commonly taught languages such as Arabic, Hindustani, Japanese, or Chinese can take his choice of dozens of jobs on the university level.

The state of Indiana, for instance, is not getting enough high school and junior high school language teachers to keep up with retirements and resignations, and will need several hundred new teachers within the next few years. Much the same situation is true in most other states.

The number of Indiana high school students studying a foreign language has been increasing by about 10,000 each year, and the high schools are hiring all the teachers available. There are now nearly 1,800 foreign language teachers in the state, including 1,340 in the high schools, 55 in elementary schools, and 400 in the colleges and universities.

Salaries for teachers are also increasing. The 1963 average salary for all teachers in Indiana was $6,042, with secondary school teachers averaging $6,259.

The beginning salary for a person with an A.B. degree and no experience is about $4,500 for a nine-and-one-half month contract,

and rises to about $7,500 for an A.M. degree and 30 years' experience. These figures vary from city to city, however, according to the size and wealth of the school system. The wealthiest system in Indiana had a starting salary in 1963 of $5,500 for an A.B. degree and no experience. An A.M. was worth $5,725 the first year, $7,525 after 10 years, and $9,370 after 35 years. An A.M. degree plus 30 semester hours of post-graduate study can command a salary of $7,350 after five years and a top of $10,120 after 35 years.

The person with an A.B. degree could expect to start in 1963 in the medium-sized school system with a salary of $4,700, which would increase to $5,750 after 10 years. An A.M. degree in the same system started at $4,900, climbed to $6,250 after 10 years and to $7,200 after 30 years.

The average starting salary nationally, in 1960, for classroom teachers with an A.B. degree ranged from $4,280 in the largest school districts down to $3,830 in the smallest districts. Adjusted to 1963 levels on the basis of a 4 per cent increase per year, the figures would be $4,900 and $4,289, respectively.

Many colleges and universities are also clamoring for qualified instructors of European and Eastern languages. University salary levels depend upon the individual institution, but they run from about $6,000 for assistant professors with a Ph.D. to more than $15,000 for a full professor who has established a reputation as a teacher and scholar.

College teaching requires a higher level of education and training than does elementary or high school teaching. A person who hopes to become part of a college faculty should plan on working toward a Ph.D. degree, which normally takes at least seven years to complete.

In addition to salary factors, teaching on all levels offers a number of attractive fringe benefits, such as the opportunity for summer travel, periodic leaves of absence for study and research, and the stimulating satisfaction of teaching a worthwhile subject to students who are generally eager to learn.

III

THE FEDERAL GOVERNMENT

The largest single employer in the United States, and the greatest user of language skills, is the Federal government. It employs more than 1.5 million full-time white-collar workers, including more than 90,000 U.S. citizens on overseas civilian assignment.

Most Federal positions are filled through Civil Service examinations, or their equivalent, and personal interviews. Specialized training, college, or university education is generally required, although practical professional experience will often compensate for a lack of formal education. Beginning salaries in the Federal service range from about $3,600 for typists and clerks to nearly $12,000 for persons with highly specialized training and experience. The current (January, 1964) scale for office workers starts at $3,620 for the GS-2 classification, which includes clerk-typists and other jobs which require neither college training nor experience. A person with more than two years of formal education can qualify for the GS-4 rating and a base salary of $4,215. The GS-5 classification, at which most college seniors enter Federal employment, starts at $4,690. An A.M. degree, combined with pertinent work experience, will command a base salary of $5,795 (GS-7) or $7,030 (GS-9). The salary scale continues upward through the top civil service rating of GS-18, which is set at $20,000.

Most appointments are made at the beginning salary levels for each classification, and merit wage increases are given annually. These salary raises range from $160 for GS-5's to $230 for GS-9's.

Exceptions to this rule are encountered primarily in scientific and engineering classifications where there are often personnel shortages.

The government departments and agencies which employ the greatest number of U.S. civilians for both overseas and domestic duty are:

Department	U.S.	Overseas
Dept. of Army	350,000	25,000
Dept. of Navy	330,000	20,000
Dept. of Air Force	280,000	15,000
Dept. of Agriculture	90,000	1,000
Dept. of Interior	50,000	3,000
Dept. of Commerce	30,000	3,000
Dept. of State	7,000	6,000
U. S. Information Agency	3,000	1,000
Agency for International Development	2,000	4,000
Peace Corps	500	10,000

Translators, Interpreters—For the language major, the most exclusive and difficult jobs are those of interpreter, translator, and clerk-translator. There are fewer than 500 such classifications in *all* government agencies. More than half of them are confined to translators. The Department of State, the Department of the Army, the Department of the Air Force, and the Department of Health, Education, and Welfare use most of the translators, although they are employed by virtually every other department.

Applications are accepted for positions as translators and interpreters only from persons who are thoroughly qualified in more than one foreign language and who can translate and interpret material both into and from English. The languages most in demand are Russian, French, Spanish, Portuguese, German, and Chinese. Written and oral examinations are required.

Immigration Patrol Inspectors are used by the Immigration and Naturalization Service of the Department of Justice. A knowledge of conversational Spanish or an aptitude for learning a foreign language is required and college training is preferred. Employment is open only to men.

Librarians—Nearly all government departments maintain libraries, the personnel of which must have a college library science degree and proficiency in at least one language, preferably French, German, or Russian.

There often are library positions for shelf-listers, filers, and clerks which require only two years of college training, along with some knowledge of a foreign language. Most of these jobs are offered by the Library of Congress, the Departments of the Army, Navy, and Air Force, the Department of Health, Education, and Welfare, the United States Information Agency, the Veterans Administration, and the Department of Commerce.

Research and Science Information Specialists are in great demand both by government agencies and private businesses. A person going into this field should have extensive university training in

library methods, science, mathematics, and at least two languages. Such specialists are responsible for translating and abstracting foreign language science publications, and locating and cataloging sources of information for use by laboratory scientists. This is a relatively new field and salaries for qualified persons are good.

Foreign Affairs—Employment in foreign affairs includes the Department of State, the United States Information Agency, the Agency for International Development, and the Peace Corps.

The Department of State's Foreign Service is in three categories: Foreign Service Officers (FSO), Foreign Service Reserve Officers (FSR), and Foreign Service Staff Corps (FSS).

Foreign Service Officer appointments are made by the President, by and with the advice and consent of the Senate. Selections for the Junior Foreign Service Officer class are made on the basis of written and oral examinations and recommendations. The competition is rigorous; only about 5 per cent of those who take the written examination successfully complete the entire selection process. Applicants must be between 21 and 31 years of age. A good university liberal arts education is required, including a solid background in history, economics, and political science. At present there is no requirement of language proficiency before appointment, but candidates who are appointed will be given a language test after they begin work. If, at that time, the officer demonstrates speaking and reading proficiency in one of the more than 30 foreign languages that are useful to the Department, he will be taken off the language probation list. The new officer is given up to two years to pass the language examination and cannot be promoted until he is off probation. Initial language competence, therefore, is highly desirable. The beginning salary for a person with an A.B. degree is $6,185. An A.M. degree commands $6,810.

Approximately 300 of the 4,200 FSO's are women, many of them in significant supervisory positions. The Department of State is considered to have more women in upper-level jobs than any other government agency.

The Foreign Service Reserve Officer is an appointment device enabling the State Department to employ persons who have passed the maximum age of 31 for a Junior Foreign Service Officer. Appointments are for five-year periods as trained specialists in such fields as international economics, political science, and intelligence research. The Department has a small but vigorous "lateral-entry program" for obtaining talented persons whose education and experience would be useful. A tour of duty as an FSRO may be a useful adjunct to a career in teaching or research. Salaries are based upon education and experience.

The Foreign Service Staff numbers about 4,000 persons, 2,300 of whom are women. The staff is comprised of stenographic, clerical, and technical personnel, with the greatest need being for secretaries, stenographers, communications clerks, and general clerical help.

Advancement to the officer corps is open to staff members. The applicant must be at least 21 years old, single, without dependents, and have a high school education. Actual hiring practice often calls for at least one year of work experience and one year of business school or college training, with preference given to those with the most education and/or experience. A foreign language, while not mandatory, is quite helpful.

Staff requirements and beginning salaries are as follows:

Secretary (female only) $4,690—Shorthand, stenotyping, or speed-writing, 96 wpm; typing, 50 wpm. Six years' office experience or four years of college and two years of continuous secretarial employment involving shorthand-dictation.

Clerk-Stenographer (female only) $4,200—Shorthand, 80 wpm; typing, 50 wpm; three years' work experience or two years of academic training and one year of employment involving stenography and general office procedures.

Communications Clerk $4,200—Typing, 45 wpm; three years' work experience or two years of academic training and one year of employment involving standard office procedures. Additional weight is given to experience in the use of standard devices for encoding or decoding messages.

General Clerk $4,200—Typing, 40 wpm. Three years' general work experience, or two years of academic training and one year of general office procedures.

Nurses (female only) $6,390—Must be between 25 and 40 years of age, single, and registered and licensed in one of the states or the District of Columbia. A minimum of two years' experience as a registered nurse is required, one year of which must have been in public health or industrial nursing. Preference is given to candidates with a B.S. degree in nursing.

Pouch Clerk (male only) $4,200—Typing, 35 wpm. Three years' general work experience or the equivalent, including one year involving mail distribution, filing, and general office procedures.

Agency for International Development—The AID is administered as a separate agency within the Department of State and operates missions in approximately 50 countries. Its field programs include such specialties as education, public health, commerce and transportation, training, public administration, and public safety. Hiring is done primarily on the basis of specific job skills, but foreign language facility is highly desirable. Employment in AID is under Civil Service regulations.

The Peace Corps—The Peace Corps, since it was organized in 1961, has been constantly seeking persons with high-level language skills. Persons who volunteer for the two-year tour of duty have a

better chance of being accepted if they are familiar with French, Spanish, or Portuguese.

The Corps, which now has about 8,000 volunteers in 45 countries, is especially interested in English teachers, persons with agricultural experience, construction workers and engineers, social workers and organizers, public health and medical specialists, and skilled as well as unskilled workers.

Knowledge of a foreign language is not absolutely necessary, however, since each volunteer undergoes an intensive three-to four-month training program which is concentrated on teaching the rudiments of one of the 33 languages with which the Corps members have to cope.

United States Information Agency—The USIA employs only about 3,100 persons, nearly half of them in the Voice of America. Other major programs include television and motion picture services, press and publications, overseas libraries, and other cultural affairs.

Job categories include radio producers and announcers, television producers, writers and editors; pamphlet and magazine makeup and layout men; exhibit specialists, librarians, printers, radio transmitter and receiver maintenance technicians; foreign language broadcasters, translators, adapters, and auditors; experts in the customs and cultures of other nations, and administrative personnel.

The Agency also needs social science analysts in its Research and Reference Service, which conducts public opinion surveys in foreign countries. A senior analyst normally holds a Ph.D. in one of the behavorial sciences such as sociology, social psychology, or communications and is familiar with sampling and analytic statistics.

The USIA uses a personnel selection procedure similar to that of the Department of State in choosing persons for overseas assignment. For many of its domestic assignments, primarily in Washington, the Agency employs college graduates through the Federal Service Entrance Examination. In its technical programs the USIA prefers to have language competence accompanied by professional experience or university training in such fields as journalism or radio-television.

The Agency's cultural affairs programs are administered overseas in conjunction with the Department of State, and a broad educational background is preferred. The USIA and the Department of State have virtually identical provisions for salaries, promotions, assignments, and training, and personnel may be transferred back and forth between the two departments.

School teachers—Teachers, school administrators, and education specialists are employed in great numbers, primarily by the Department of Defense Overseas Dependents Schools Program, the Agency for International Development (AID), and the USIA's Binational Centers.

The AID uses experienced specialists in elementary, vocational, or teacher education who have at least an A.M. degree. Some knowledge of one or more foreign languages is preferred.

The Overseas Schools Program employs 7,500 professional school personnel in 285 schools in 28 countries and islands throughout the world.* Single persons or married couples without children are preferred. All applicants must have an A.B. degree, a teaching certificate, and at least two years (four semesters) of full-time teaching experience.

Teachers, counsellors and administrators are used on the elementary, junior high school and senior high school levels. Most in demand are science and modern foreign language instructors. Least in demand are teachers for grades four through eight, and junior high school English and social studies teachers. The basic starting salary is $4,535 per year, plus allowances for housing, dependents, and hardship posts. Because of housing and personnel problems, women who are married and have minor children or other dependents will not be considered for employment.

The Binational Centers are private autonomous organizations governed by a board of directors made up of citizens of both the host country and the United States. There are 154 of these centers, 119 of them in Latin America. They are supported by the USIA, which supplies the centers with qualified U.S. administrative, teaching, library, and activities personnel. Appointments are made in the form of one-year "grants" ranging from $6,000 to $15,000. The job titles and age limits are: directors of courses, 25-45; directors of activities, 25-45; coordinators of university and student activities, 23-31; teachers, 23-40; librarians, 25-45. All applicants must have a college degree and be fluent in the language of the country to which they are to be assigned. If no one with the proper language skill is available, consideration will be given to candidates who are fluent in French or a language closely related to that of the country concerned. All teachers must have at least one year of full-time foreign language teaching experience, and similar classroom training is recommended for the other positions as well.

The centers also hire part-time English teachers, preferably college-educated U.S. citizens who are already in the city where the center is located. The hourly pay for this sort of job usually covers minimum living expenses and little else.

Intelligence Operations—The collection and analysis of intelligence is playing an increasingly important role in the Federal Government. Most of this intelligence work is handled by the Central Intelligence Agency and the National Security Agency, both of which need persons with foreign language competence. Selection for employment is rigid and prospective employees are subject to a thorough background investigation. Both agencies encourage employment of qualified women and make extensive use of interviews on college campuses.

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* Azores, Bermuda, Crete, Denmark, England, Ethiopia, France, Germany, Guantanamo Bay, Cuba, Iceland, Italy, Japan, Korea, Labrador, Libya, Midway Island, Morocco, Netherlands, Newfoundland, Norway, Okinawa, Pakistan, Philippines, Scotland, Spain, Taiwan, Trinidad, and Turkey.

In addition, the separate armed services conduct their own intelligence operations, and usually obtain their specialists through the Federal Service Entrance Examination.

The Central Intelligence Agency coordinates the intelligence activities of the several government departments and advises the National Security Council. The CIA is exempt from Civil Service procedures but maintains its own career service. The usual starting salary for students chosen for the Junior Officer Training Program is $5,795 per year, but it is often higher, depending on education, experience, and work assignment.

The National Security Agency is an arm of the Department of Defense and is concerned primarily with communications security, which includes cryptanalysis and area studies. Language majors are required to pass a professional qualifications test and may be assigned to translation or linguistic analysis duties, depending on their proficiency.

IV

THE UNITED NATIONS

There are several thousand persons on the United Nations staff, including bilingual secretaries, stenographers, typists, interpreters, translators, verbatim reporters, and guides.

There is no part-time or summer employment except for an occasional guide during the vacation tourist rush. The UN makes a strong attempt to distribute employment proportionately among the citizens of its member nations, and usually many more Americans apply for jobs than can be hired.

Interpreters must meet the most stringent requirements. Anyone wishing to be a UN interpreter must have a university degree, special training in at least one of the official UN languages (English, French, Spanish, Russian, and Chinese) and perfect auditory comprehension of two other official languages, in addition to previous experience in such fields as translation, linguistic research, broadcast monitoring, or conference interpreting. Salaries range from $8,420 to $15,520, with an additional $1,500 dependent's allotment.

Translators and Precis Writers must be able to translate into English from French, Russian, and Spanish, and less frequently from other languages, and be capable of drafting minutes or "summary records" of meetings conducted in English, French, Russian, and Spanish. A wide knowledge of law, economics, or technical subjects is also expected. Needless to say, most translators and interpreters of this caliber undergo years of special training, principally in

Switzerland. The salary range for translators is the same as that for interpreters.

Verbatim Reporters take notes of UN proceedings and dictate them to a typist for mimeographing and distribution. They must be able to take notes at not less than 200 wpm (shorthand or stenotyping) and transcribe them accurately, editing errors of grammar and syntax, and correcting gross errors of fact. They must also have a wide knowledge of international affairs and some knowledge of French, Spanish, or Russian. The beginning salary is $8,580 plus $1,680 dependent's allotment.

Bi-Lingual Secretaries, Stenographers and typists must be able to work in French-English or Spanish-English. Typists must be able to type 50 wpm in both languages, and secretaries and stenographers must be able to take 90 wpm in their native language, 80 wpm in their second language and may also be asked to draft a short letter in both languages as well as meet the typing requirements. The beginning salary ranges up to $4,960, depending on experience and qualifications.

Guides conduct groups of visitors through the United Nations Headquarters Building in New York City, giving a concise explanation of the work of the organization and of the specialized agencies. The beginning salary is $344 per month. Guide positions are open only to women between 20 and 30 years of age who have a college education or the equivalent. Fluency in English is required, and a knowledge of at least one other language is desirable.

Clerks and Secretaries—Most vacancies are for secretaries and typists, preferably billingual (English plus French or Spanish). Clerical vacancies are extremely rare. Candidates for service in New York are chosen from among successful competitors in biweekly examinations. Travel expenses to and from New York must be paid by the job-seeker. Minimum requirements are 50 wpm typing, 100 wpm shorthand. Success in the examinations only ensures consideration for any openings which may arise. The age limits are 18-35. The beginning salary range is $3,930 to $4,960.

Overseas UN Employment—The UN recruits the clerical and secretarial staff of each overseas office from among the residents of the particular country in which the office is located. The specialized UN agencies, such as the International Development Association or the Food and Agriculture Organization, are interested only in qualified area specialists with eight to ten years' experience in their fields. The lesser positions are filled from within the organization itself.

V

THE PAN AMERICAN UNION

The Pan American Union is the general secretariat and permanent administrative organ of the Organization of American States (OAS).* The Union provides technical and administrative services to the OAS Council, the Program of Technical Cooperation, and to a number of other agencies dealing with American and Latin-American Problems. The OAS headquarters is in the Pan American Building, Washington, D.C.

There is relatively little demand by the Union for secretarial or clerical help, but program specialists are generally needed. These include experts on cooperatives and the practical application of the social sciences. Qualifications for the cooperative programs include an A.M. degree, specialization in economics, finance, business administration or accounting, and practical experience in cooperatives on the national or state level. A good working knowledge of Spanish or Portuguese is essential.

In the social sciences, a college degree in anthropology, sociology, or social psychology is preferred, and an excellent knowledge of Spanish is essential. The candidate should also be able to read Portuguese and French and have two years' work or research experience and have done some professional writing.

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* Members are Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, the United States, Uruguay, and Venezuela.

VI

NON-GOVERNMENTAL ORGANIZATIONS

There are several hundred relatively small agencies, councils, and committees and a number of large foundations, based mostly in New York City, which have international programs and which occasionally hire qualified translators, editorial clerks, secretaries, social workers, and administrators.

Most of these organizations are membership groups with very small permanent staffs, which publish newsletters or member magazines, provide public speakers, research information, and maintain technical assistance programs in foreign countries.*

Included in this category are the Red Cross, various church missions, and the Y.M.C.A., all of which sometimes need social workers, nurses, field directors, and recreation leaders for work abroad. Previous experience is, however, often more important than language proficiency.

The following list of organizations are representative:

The American Council of Learned Societies, 1219 Sixteenth St., N.W., Washington 6, D.C., is dedicated to the encouragement of humanistic studies through participation in international activities of research and publication. It specializes in Far Eastern and Near Eastern studies and the development of college teachers of Chinese,

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* A more or less complete list can be found in the directory entitled, *American Agencies Interested in International Affairs,* published in 1955 by the Council on Foreign Relations, Inc. This book is available in most university and large public libraries.

Japanese, Indic, Slavic, and other non-Western fields. It also publishes language texts and translation series in Far and Near Eastern and Russian areas of study. It arranges American scholarships and research grants for study abroad.

American Friends Service Committee, Inc., 20 S. 12th St., Philadelphia 7, Pa., is the service agency of the Religious Society of Friends (Quakers) and is dedicated to the creation of peaceful conditions in the world. It staffs or helps finance international centers in seven countries, conducts seminars, summer institutes, aids refugees, and promotes social and technical assistance projects.

American Institute of Pacific Relations, Inc., 1 East 54th St., New York 22, N.Y., conducts research on economic, political and social problems in Asia and the Pacific area with special emphasis on U.S.—Asian relations.

American International Association for Economic and Social Development, 30 Rockefeller Plaza, New York 20, N.Y., carries on programs, jointly with government agencies, in Brazil and Venezuela on agricultural economy, vocational teacher training, and popular education in health, nutrition, and home economics.

The Asia Foundation, 105 Market St., San Francisco 5, Calif., awards scholarships and fellowships, helps establish teacher training institutions, assists in the exchange of teachers and students in Asia, and provides the National Association of Educational Broadcasters with radio programs made in Asia.

Ford Foundation, 477 Madison Ave., New York 22, N.Y., receives and administers funds for scientific, educational, and charitable purposes, and conducts international programs concerning overseas development, training, and research.

Free Europe Committee, Inc., 110 W. 57th St., New York 19, N.Y., helps non-fascist and non-communist exiles and refugees. The organization operates Radio Free Europe, a network of five stations in West Germany and Portugal, and studies and analyzes material from the Iron Curtain countries.

The Institute of International Education, 1 E. 67th St., New York 21, N.Y., selects and arranges academic placement for some 3,000 foreign students in U.S. colleges and universities. It chooses U.S. students for study abroad under government and private awards and administers special programs for the U.S. government, UNESCO, and other agencies.

VII

PRIVATE BUSINESS

The demand by private businesses for persons with a knowledge of foreign languages has increased greatly during the past few years. More and more trade and travel are taking place among the U.S. and foreign countries, many corporations are expanding their overseas operations, and business executives are realizing the importance of having employees who can speak and write the language of their customers and workers.

In fact, 3,300 U.S. corporations control and operate over 8,500 foreign business enterprises with a book value of more than $32 billion. Direct U.S. investment overseas has been running about $2 billion a year.

More than one third of this investment is in Canada, about one third is in Latin America, and about $5 billion is invested in Europe. The largest single overseas interest is petroleum, followed by general manufacturing, mining, smelting, and public utilities. The leading products manufactured overseas are automobile equipment, chemicals, and machinery.

This section contains general information about job opportunities in the fields of publishing and editing (including journalism and advertising), transportation and travel, import-export, banking, and general manufacturing. There are no really complete lists of American

companies with foreign interests, and the determined job seeker is advised to compile his own directory to meet his own needs.*

Publishing and Editing—There are more than two dozen large publishing houses which print and market foreign language books and periodicals, and a number of commercial translating agencies which work in close cooperation with the publishers.

The staff of any one of the publishing firms includes editorial assistants, copyreaders, copywriters, production assistants, research statisticians, rewrite men, and technical writers. All of these positions require university training, familiarity with a foreign language, and training in editing and writing. A technical writer, in addition, should have about 25 semester hours of study in a physical science, engineering, technology, or mathematics.

Translating Agencies,† most of which are located in major cities such as Chicago, Detroit, New York, and Los Angeles, often need new translators. They are interested primarily in persons with technical or scientific backgrounds who know more than one foreign language and can write English with professional skill.

Persons with such qualifications are scarce, especially in the less commonly taught languages such as Portuguese, Italian, and nearly all Slavic and Oriental languages.

Miss Mary Baldwin, who operates the Academic Bureau of Translators, 431 S. Dearborn St., Chicago, and who has been a professional translator for more than 50 years, says most of her work is in Spanish, French, German, Italian, and Portuguese. She keeps a list of translators who are paid by the word and whose income therefore varies with the amount of business. Miss Baldwin's rates, which are more or less typical, range from $1 per hundred words in translations from Spanish, French, and German, up to more than $4 per hundred words for translations of complicated technical matter.

The translators, who are independent contractors, get one half the word rate. If they are efficient and can handle the higher-priced technical abstracts they can earn $500-$600 per month.

Miss Baldwin's translators include persons in their late 20's and a number of retired people. She states that a good translator would be better off earning a regular salary in a commercial agency rather than depending on market fluctuations as an independent.

The Cosmopolitan Translation Bureau, 28 E. Jackson Street, Chicago, conducts language classes in addition to translation work and has four permanent staff members. Their rates range from seventy-five cents to about $3 per hundred words, depending on the language and the material. Bureau officials said they have little trouble finding translators except in Oriental languages. Anyone thinking of becoming a translator should *thoroughly* master both

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* A good place to start would be the want-ad sections of large city newspapers and the *Directory of American Firms Operating in Foreign Countries*, published by the World Trade Academy Press. The *Directory*, now in its fourth edition, is available in most large libraries.

† For lists of agencies see the classified telephone directories of major cities.

English and a foreign language, preferably three or four of the European tongues.

Mrs. Juanita Cortez operates the Pan American Translation and Sales Service, 2605 N. New Jersey Street, Indianapolis, which has been in operation since 1926. Mrs. Cortez does most of her work herself or sends it to independents in other parts of the Middle West. Her rates range from $1 per hundred words for straight commercial work up to about $3 for technical matter.

Mrs. Cortez strongly recommended that prospective translators undergo an apprenticeship with an established firm before attempting to work independently. The salary depends on the type of material, the speed, and the language of the translator.

Journalism as a profession now includes newspapers, magazines, trade publications, and radio and television. Education and experience are of much greater importance in this field than are foreign languages, but a working knowledge of at least one of the more common languages is a great help to advancement.

Virtually the only position in journalism which *requires* foreign language competence is that of overseas correspondent, a glamorous job, but one difficult to get. The few newspapers and magazines which maintain an overseas staff usually rely on experienced reporters who have been with the publication for several years, or they utilize the services of foreign nationals or free lance writers with established reputations. Much the same is true of the wire services and the major radio and television networks.

Despite the fact that few people do become overseas correspondents, foreign languages are indispensable to anyone wishing to enter the communications business. A radio announcer-writer must know how to pronounce and spell foreign words and phrases; a newspaper reporter-editor-copyreader should know enough of European languages to understand and correct common phrases. The reporter who can converse with the Spanish-German-Italian-speaking members of his community is several steps ahead of his co-workers who know only English.

Advertising is expanding rapidly in all parts of the world in an effort to keep abreast of increasing industrialization and urbanization in the United States, Europe, and Latin America. There are several advertising agencies in the U.S. which specialize in foreign language layouts, primarily Spanish, and all the larger agencies use foreign languages to some extent.

A person interested in advertising should be trained in journalism, television production, commercial art and design, psychology, or general advertising methods.

Transportation, Travel, and Hotels—Domestic airlines, ocean shipping companies, and travel agencies constantly need clerical and administrative personnel to help handle their business with foreign countries. In these areas command of a foreign language combined with commercial experience can be invaluable.

Airlines—There are eight domestic airline companies which have overseas service. They are American Air Lines, to Mexico; Caribbean—Atlantica, to the Caribbean area; Delta Airlines, to South America; Eastern Air Lines, to South America; Northwest Orient Air Lines, to the Orient and Alaska; Transworld Airlines, to Europe; United Airlines, to Hawaii; and Pan American World Airways. Pan Am flies to 84 countries and colonies throughout the world and has four separate divisions: Atlantic, Latin-American, Pacific-Alaskan, and the Guided Missiles Range Division.

The airlines hire hostesses, stewardesses, stewards, flight attendants, pursers, tour specialists, information and reservation agents, stenographers, secretaries, sales representatives, and statistical research personnel. Most of these companies conduct training programs for agents and non-technical in-flight personnel such as stewardesses. Other positions require previous experience or training.

Shipping companies often need commercial personnel with foreign language skills. The major companies are: American Export Lines and United States Lines, to Europe; Grace Line, to South America; the Matson Line and American President Lines, to the Orient and the Pacific areas.

Travel Agencies, the largest of which is the American Express Company, prefer, and generally require, their employees to have a speaking acquaintance with European languages.

Hotels—The larger hotel operations make great use of bilingual reservation clerks, hostesses, and administrative personnel to cater to foreign guests. The most commonly used languages are French, German, Spanish, and Portuguese.

Banking—The rising volume of international trade has caused a great expansion in the activities of United States banking institutions, many of which now have special departments to handle foreign business.

To cite the most outstanding example of this expansion, the Chase Manhattan Bank of New York receives about 50,000 communications in foreign languages every month and maintains a staff of 35 persons, each of whom is fluent in two foreign languages. The Bank's five working languages are French, Spanish, German, Italian, and Portuguese, and its translation division can handle Russian, Hungarian, Czech, Hebrew, and Estonian.

In addition, Chase Manhattan now has 29 overseas offices and does business with 51,000 correspondent banks around the world. Needless to say, all the executive officers of the Bank are qualified to work in at least one foreign language.

Many of the larger banks in this country are in a similar situation, though on a smaller scale, and there are always openings for bilingual persons who have experience in banking or finance.

Import-Export—These companies generally need bilingual clerks, stenographers, and sales representatives. Language training is essential for salesmen, and is recommended for the other positions.

There are also openings for other office workers, such as accountants and bookkeepers. Since many import-export firms deal in industrial items, they prefer salesmen who have had university training in the sciences, such as engineering and chemistry.

Manufacturing and Mining—U.S. manufacturing and mining operations are greatly expanding their overseas operations. In a single year, from mid 1960 to mid 1961, U.S. companies started 653 new businesses overseas, mostly in chemicals, machinery, food, and transportation equipment. More than half of the new enterprises were in western Europe, with the remainder in Latin America and Asia.

These business establishments often require the employment of American personnel who can speak the language of the country in which they are located, and the increased volume of foreign correspondence has created a demand for commercially or technically trained persons who are also capable of using a foreign language.

Most of the overseas assignments, however, are given to upper echelon management personnel who manage the foreign affairs of the company concerned. Nearly all countries have strict limitations on the number of U.S. citizens who can be employed by U.S. firms. The ratio is usually 10 per cent U.S. citizens, with the remainder of the work force, both production and management, reserved for local citizens.

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Within the United States, however, there are many economic opportunities for persons with language skills. A survey of the want ads in six successive Sunday editions of the *New York Times* showed nearly 1,000 requests for persons with a knowledge of one or more foreign language. The jobs were for 382 men and 605 women, and required a good working knowledge of Spanish, French, German, Italian or a combination of any of them, in that order. The greatest demand was for secretaries, followed by secretary-stenographers, accountants, teachers, typists, translators, bookkeepers, salesmen, hotel workers, and teletype operators.

Along with your professional skills, knowledge of a foreign language will open more doors to career opportunities. The future is certain to bring about even greater demands for language skill in all fields of endeavor.

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INFORMATION

For further career and employment information, interested persons may contact the following:

PUBLIC EDUCATION

Specific information concerning salaries, working conditions, and opportunities available can be obtained from school administrators in individual communities and states. General information can be obtained from the National Education Association, 1201 Sixteenth Street Northwest, Washington, D.C. 20036.

FEDERAL GOVERNMENT

Office of Personnel
U.S. Department of Agriculture
Washington 25, D.C.

Headquarters, U.S. Air Force
Washington 25, D.C.
ATTN: AFCSS-CP

Employment Coordination Office
Office, Secretary of the Army
Washington 25, D.C.

Director of Personnel
U.S. Civil Service Commission
Washington 25, D.C.

Office of Personnel Management
Department of Commerce
Washington 25, D.C.

Training and Special Projects Officer
Personnel Branch
Office of the Secretary of Defense
Washington 25, D.C.

Branch of Employment
Office of the Secretary
Department of the Interior
Washington 25, D.C.

Director, Office of Personnel
Agency for International Development
Washington 25, D.C.

Director of Personnel
U.S. Department of Labor
Washington 25, D.C.

Departmental Civilian Personnel Division
Room 1003, Main Navy Building
Navy Department
Washington 25, D.C.

Chief, Employment Branch
U.S. Information Agency
Washington 25, D.C.

Office of Personnel (054A)
Veterans Administration
Washington 25, D.C.

U.S. Department of State
Washington 25, D.C.

Peace Corps
Washington, D.C. 20525

National Security Agency
Fort Meade, Maryland

Federal Bureau of Investigation
Washington 25, D.C.

Immigration and Naturalization Service
Washington 25, D.C.

Department of Health, Education, and Welfare
Washington, D.C. 20202

Central Intelligence Agency
Washington 25, D.C.

UNITED NATIONS

Information letters on UN employment are available from the Placement Services, Office of Personnel, United Nations Headquarters, New York 17, New York.

PAN AMERICAN UNION

Washington 6, D.C.

PRIVATE BUSINESS

The individual job-seeker is advised to contact the business firm in which he is interested. Central division addresses are listed in the *Directory of American Firms* cited previously. General information may be obtained from the U.S. Chamber of Commerce, Washington 6, D.C.